



**ENGLAND  
FOOTBALL**

***LINCOLNSHIRE FOOTBALL ASSOCIATION***  
**FOOTBALL DEVELOPMENT OFFICER**  
**(DISABILITY & INCLUSION)**  
**APPLICATION PACK**

*'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'*



# LINCOLNSHIRE FA - FOOTBALL DEVELOPMENT OFFICER (DISABILITY & INCLUSION)

The Lincolnshire Football Association is seeking to recruit a Football Development Officer with a lead responsibility for Disability and Inclusion to support the delivery of The FA National Game Strategy, The FA's Football Your Way Campaign and Lincolnshire FA's new 5 year strategy in partnership with key stakeholders across Lincolnshire.

This pack provides the following, to assist individuals when considering whether they have the relevant skills and attributes required for the role:

- Role Information & Advert
- Role Profile
- How to apply - Application Form (Including an Equality & Diversity monitoring form)

The Football Development Officer with a lead responsibility for Disability and Inclusion will lead the strategic co-ordination of all disability football activities, including affiliated and recreational football, as well as football in education. They will also lead on Lincolnshire FA's efforts to engage our diverse community into the game and helping to ensure that groups and individuals of all backgrounds are given the same opportunities within football. The successful applicant will influence and support growth and retention of participation in accordance with Lincolnshire FA's strategy, the Equality Standard for Sport and operational plan, ensuring all targets are met.

To be successful, applicants must be able to demonstrate an understanding of the role and how their expertise and experience will enable them to meet the essential and desirable criteria. The interview panel must be convinced of the individual's passion for disability football and inclusion, inspiration, and professionalism for the role. Applicants should have knowledge and experience of sports/football development, an understanding of grassroots football and experience of working with volunteers in sport/football. They should be computer literate, have an interest and background in football, with good presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The successful applicant will report to the Senior Football Development Officer, and thereafter to the Football Development Manager.

The Lincolnshire FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



## WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal and professional development
- A Workplace Pension Scheme
- Access to our health and dental support plan
- Access to some FA employment benefits

Hours of work are 35 hours per week, between 9am-5pm, Monday to Friday, with occasional evening and weekend work. The position will receive 31 days annual holiday including bank holidays and an initial starting salary of up to £25,000 with a six month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Steph Powell, Senior Football Development Officer at [steph.powell@lincolnshirefa.com](mailto:steph.powell@lincolnshirefa.com) or 01522 596580.

To apply please complete and return the below, application form.

***The closing date for applications is 9am on Tuesday 5<sup>th</sup> October 2021, with interviews to be conducted during w/b Monday 11<sup>th</sup> October.***

Please do this by either email to [steph.powell@lincolnshirefa.com](mailto:steph.powell@lincolnshirefa.com), with the subject line Strictly Private & Confidential or by post to the following address:

Strictly Private & Confidential  
Steph Powell  
Senior Football Development Officer  
Lincolnshire FA  
Deepdale Enterprise Park  
Deepdale Lane  
Nettleham  
Lincoln  
LN2 2LL



# ROLE PROFILE

Job Title	Football Development Officer Disability & Inclusion
Reports to	Senior Football Development Officer
Salary	Up to £25,000
Role Purpose	<ul style="list-style-type: none"><li>● To support delivery of The FA National Game Strategy and the Lincolnshire Football Associations Business Strategy.</li><li>● To strategically coordinate disability football provision across the Lincolnshire Football Association and the local area.</li><li>● To influence and support the growth and retention of disability football.</li><li>● To develop innovative solutions to increase participation in football in all its formats to engage underrepresented groups.</li><li>● To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li><li>● To support the adoption of FA technology systems across grassroots football.</li><li>● To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
Direct Reports	N/A
Location	Lincolnshire FA Office with opportunity to work at home as agreed with line manager
Working Hours	35 hours a week
Contract Type	Fixed Term until 30 <sup>th</sup> June 2024

## KEY ACCOUNTABILITIES

### DISABILITY

- Work strategically to align current and future disability football provision, ensuring an integrated approach across the County FA, local Premier League and English Football League Trust Club networks, alongside key partners from across the disability, health, education, and community & voluntary sectors
- Achievement of the disability target player numbers as laid out in the LFA strategy and operational plans
- Retain and grow the number of affiliated disability football teams with a particular emphasis on the growth of youth and female teams within FA Charter Standard Club structures
- Strategically coordinate the delivery of a network of registered disability recreational football centres for male and females across all age groups
- Embed research, insight and effective measurement into planning, decision making and delivery across disability football to ensure accurate data collection across programmes that address the priority areas for disability football and meet the needs of disabled people
- Develop and support leagues and clubs that are safe and inclusive of disabled participants through delivery of a programme of services ensuring modern, fit for purpose league and club structures are in place
- Organise and implement a relevant CPD programme that supports disability football across coaches, referees, volunteers, and young leaders and is inclusive of disabled people
- Lead and deliver against the disability talent development programme within the County
- Raise the profile of good news stories and the range of disability football opportunities across the pathway.
- Contribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy

### INCLUSION

- Support internal staff to recruit, retain and develop players, coaches, referees, club/league officials and volunteers with a specific focus on under-represented groups
- Lead on the recruitment and development of the new Inclusion Advisory Group
- Lead on the achievement of the Equality Standard for Sport awards
- Provide progress reports to the line manager, CEO, Board (if applicable), The FA and other partners to show how equality is being embedded across the whole organisation
- Create innovative solutions and actions which ensure that equality is embedded within the club and league infrastructure
- Contribute to the content and development of high-quality resources and communication to underpin the successful delivery of the CFA Business Plan and FA National Game Strategy



## GENERAL ROLE AND RESPONSIBILITIES

- Undertake additional tasks as required to meet CFA's changing priorities
- Ensure compliance with CFA's health and safety policies
- Ensure that the CFA effectively implements and maintains the FA's Safeguarding Operating Standard within football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within disability football development programmes.
- Risk-assess all events and activity for under-18s and where the association directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Risk assess all events and activity involving open age adult disability grassroots football teams or participants.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the association youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.

## CFA VALUES AND BEHAVIOURS - THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

- Acting with integrity, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game
- Being progressive in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game
- Being transparent in all that we do, will help us build relationships that will stand the test of time as they will be based upon high levels of trust
- Recognising and rewarding the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated
- The pride we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our vision a reality

## PERSON SPECIFICATION

### QUALIFICATIONS

#### ESSENTIAL

- Educated to A Level or equivalent.

#### DESIRABLE

- Two years' sports development experience.

### SKILLS

#### ESSENTIAL

- Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
- Project management skills and experience – to plan, set and achieve objectives to deadlines.
- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to work independently and as part of a team.
- Excellent time management and prioritisation skills.
- Excellent problem-solving and decision-making skills.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Budget management skills.
- Report-writing skills.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

#### DESIRABLE

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.
- Ability to secure external funds from a range | of sources.

## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Passionate about working in disability football.
- Knowledge and understanding of the barriers to participation faced by disabled players.
- Knowledge and understanding of the infrastructure and networks that exist within education, recreation, competition and talent that can support the development of disability football.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of The FA coaching qualification framework.

### DESIRABLE

- Knowledge of The FA's National Game Strategy.
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

As this role involves direct access to young people under the age of eighteen and vulnerable adults, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check (DBS) to ensure their suitability for the role.

<b>ENHANCED DBS CHECK REQUIRED</b>	YES
<b>CLEAN, FULL DRIVING LICENCE?</b>	YES
<b>JOB DESCRIPTION REVIEWED AND MODIFIED BY:</b>	Steph Powell
<b>DATE JOB DESCRIPTION REVIEWED AND MODIFIED BY:</b>	24 <sup>th</sup> August 2021
<b>JOB DESCRIPTION AUTHORISED BY:</b>	Nick Hanson





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# APPLICATION FORM

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

## PERSONAL DETAILS

Please complete in BLOCK CAPITALS

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)\*

\*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

## EDUCATION AND TRAINING

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

## EMPLOYMENT & VOLUNTEERING HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package (where applicable and relevant).

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/ Benefits

*Please attach a continuation sheet if required*

## HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.



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## NAMES AND ADDRESS OF REFEREES

Please give the name and address of two referees, one being your most recent employer

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

## ADDITIONAL INFORMATION

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:



If your application is successful what notice period would you have to provide your current employer?

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## DECLARATION

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

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Date:

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# THE FA'S EQUALITY AND DIVERSITY MONITORING FORM

Lincolnshire FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously.

Please return this form under separate cover.

## SEX AND GENDER

Male ☐

Female ☐

Have you ever been identified as Transgender?

Yes ☐

No ☐

Prefer not to say ☐

## AGE

16 – 20 ☐

21 – 30 ☐

31 – 40 ☐

41 – 50 ☐

51 – 60 ☐

61+ ☐

## ETHNICITY

Indicate in the appropriate box your ethnic background. Ethnic categories are not about nationality, place of birth or citizenship they are about the group to which you feel you belong to. The descriptions below are from the 2011 census.

### WHITE

British ☐

English ☐

Scottish ☐

Welsh ☐

Irish ☐

Gypsy or Irish Traveller ☐

Any other white background ☐

### MIXED

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Mixed background ☐

Mixed other background ☐

### ASIAN

British-Indian ☐

Indian ☐

British-Pakistani ☐

Pakistani ☐

British-Bangladeshi ☐

Bangladeshi ☐

British-Chinese ☐

Chinese ☐

Any other Asian background ☐

### BLACK

Black Caribbean ☐

Caribbean ☐

British African ☐

African ☐

British ☐

Other ☐

Any other Black background ☐

### OTHER BACKGROUND

Other ☐

Prefer not to disclose my ethnic origin ☐

### DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV / AIDS are automatically protected as disabled people by the Act.





## DO YOU CONSIDER THAT YOU MEET THIS DEFINITION?

Yes ☐ No ☐

## IF YOU HAVE INDICATED YES, PLEASE INDICATE THE IMPAIRMENT(S) THAT YOU FEEL APPLIES TO YOU:

Blind / partially sighted ☐ Deaf / hard of hearing ☐ Physical disability ☐ Learning disability ☐  
Communication barriers ☐ Experience of mental and emotional distress ☐  
Prefer not to say ☐

## RELIGION OR BELIEF

### How would you describe the religion to which you feel you belong?

Christian ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Mormon ☐ Sikh ☐  
Jehovah's Witnesses ☐ Atheist ☐ No Religion / Faith ☐ Other faith background ☐  
Prefer not to say ☐

## SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual / Straight ☐ Gay Man ☐ Gay Woman / Lesbian ☐ Bisexual ☐ Other ☐  
Prefer not to say ☐

## OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: